

New ARM-5 form instructions

The State Records Center has upgraded its warehouse management system to Zasio Versatile.

Use the new ARM-5 form when sending 10 or more boxes containing the same records series to the State Records Center. For 9 or less boxes, log in and enter data into the Hawaii State Archives Versatile Web portal. Contact us if you don't have an account or if you need training on how to use the system.

Agency Name	Department, Division, Branch, Office
Records Officer	Name of your Departmental Records Officer
Records Custodian	Name of the employee responsible for the records
Records Schedule	General Records Schedule Number (GRS 2002 rev. 2006) or Departmental Records Schedule No. SA-1 dated 1/1/2020,
Schedule Item Number	Example for GRS "5.32 b(1)" Example for DRS "1"
Restrictions on Use	List restrictions on access to the records. Example: DLIR DCD use only.
Total Number of Boxes	How many boxes are you sending to the State Records Center?
Records are bug free	Enter "yes" if records are bug free. If not, please fumigate the boxes before sending to State Records Center.
Records fumigated on	Enter date boxes were fumigated.

Agency Box No.	Description of Records	From Date	To Date	Event Date
Enter box number	Description of the contents of the box. Include fiscal year or calendar year, or actual date the files closed and the alphabetical or numerical ranges for the records in the box to help you when searching for records.	Optional – date records in the box were created.	Optional – date records in the boxes were closed or finalized.	Date used to calculate retention. Usually fiscal year end, calendar year end, actual date the files were closed.
Example:				
DLIR DCD 2020-1	Workers' Compensation Case Files closed in 2020	1/1/2014	12/31/2020	12/31/2020

Keep the form in Excel format to allow for importation into the new database. Submit the spreadsheet via email attachment to recordscenter@hawaii.gov with the header "Request to Store Records at State Records Center."

Contact State Records Center if you need assistance: 808-831-6780 or recordscenter@hawaii.gov